

**DIVISION OF PERSONNEL SERVICES
TOPEKA CORRECTIONAL FACILITY LAYOFFS**

HIRING PROCESS

- **APPLICANTS MUST MEET MINIMUM QUALIFICATIONS:** APPLICANTS USING ROFR MUST MEET THE MINIMUM QUALIFICATION AND NECESSARY SPECIAL QUALIFICATIONS (SUCH AS LICENSURE) BEFORE BEING OFFERED THE POSITION.
- **APPLICANTS LOSE ROFR IF WITHDRAWN OR OFFER REFUSED:**IF APPLICANT USING ROFR WITHDRAWS OR REFUSES OFFER THEY LOSE THEIR ROFR FOR ALL VACANCIES.
- **MULTIPLE ROFR CANDIDATES:** IF THERE ARE SEVERAL ROFR CANDIDATES, ADDITIONAL SELECTION CRITERIA MAY BE USED TO PICK THE BEST CANDIDATE.
- **KEEP RECORDS UPDATED:** AGENCIES SHOULD ENTER "OFFER REFUSED" OR "HIRED" AS QUICKLY AS POSSIBLE TO KEEP RECORDS UPDATED.
- **APPLICANTS LOSE IR WHEN REHIRED:** APPLICANTS MAY CHOOSE NOT TO USE ROFR OR IR, BUT IF THEY ARE REHIRED TO THE SAME OR HIGHER PAY GRADE, THEY LOSE THEIR IR (BUT NOT ROFR).